Permit #F00161077
FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00161077 **Type of Permit:** FILMING **Release Date:** 01/17/2020

Production Company	NEW YORK FILM ACADEMY LTD - STUDENTS
Insured Company Name	NEW YORK FILM ACADEMY LTD - STUDENTS
Contact Phone No. 1	818-333-3558
Contact Phone No. 2	212-674-4300
Fax	
Address	3300 W. RIVERSIDE DR BURBANK, California 91505
Production Title	CIRCLES
Type of Production	Student

Producer	Huizhen Li
Director	Huizhen Li
1st AD	Zixuan Xiong
Production Manager	Huizhen Li
FilmL.A. Coordinator	Angel Miranda
Location Manager	Huizhen Li
Primary Phone	Mobile - 818-699-7393
Secondary Phone	
Location Assistant	Huizhen Li
Primary Phone	Mobile - 818-699-7393
Secondary Phone	

Fees

FILMLA NON-REFUNDABLE STUDENT PERMIT FEE SIMPLE	$26.00
LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$190.00
LA CITY DEPT OF REC AND PARKS MONITOR REPORTING FEE	$76.00

Total Permit Fee $292.00

Number of Locations 1

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Summary Information — Location

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Insured Company NEW YORK FILM ACADEMY LTD - ST...
Production Title CIRCLES

Location Manager Huizhen Li
Primary Phone Mobile - 818-699-7393
Secondary Phone

Location Address 4730 Crystal Springs Dr, Los Angeles, CA, 90027

Location Name GRIFFITH PARK

Location Type Park

Film Dates 1/18/2020 - 1/18/2020 13:00 - 18:00 1 day

Open or Closed to the Public Closed

Generic Conditions **THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND THE USE OF DRUGS, INCLUDING MARIJUANA, ON LOCATION BY ANY CAST, CREW, OR INVITED GUESTS IS STRICTLY PROHIBITED.**
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic

Please see attached documents F161077 STUDENT LETTER.pdf
F161077 Guidelines.pdf

Equipment on Location

Type	Quantity
Camera cars	1
Cast/Crew vehicles	2

Personnel on Location

Type	Quantity
Cast	2
Crew	6
Rec & Park Monitor required	1

Filming Activities Exterior dialogue and establishing shots; Camera, equipment and film activities on city park property only – no public sidewalk and/or street activities;

Jurisdiction **Political:** Los Angeles City - Council District 04 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 593 **Grid:** J2

Approvals
LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE — Christina Woods
LOS ANGELES CITY POLICE DEPARTMENT — Gabriel Martinez

Coordinator Note RAPG REF: 67905.

Coordinator Note BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

Coordinator Note GRIFFITH PARK - PARK CENTER & MGR LOT 1.

Coordinator Note ONE (1) REC AND PARK MONITOR REQUIRED:
1/18, 13:00- 18:00 HOURS.

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

Parking Notes
BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL

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Location Manager Huizhen Li
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Permit #F00161077

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

January 16, 2020

h.li4@student.nyfa.edu

To FILMLA

Please allow this letter to serve as verification that **Huizhen Li** is a student in good standing at the New York Film Academy in MFA Cinematography Program. They will be shooting a student film on the dates of **January 18, 2020.** This student project **"Circles"** will not be used for commercial purposes, but to fulfill program requirements.

If you have any further questions, do not hesitate to contact me at the number listed below.

Best Regards,

Luis Valencia

New York Film Academy
Production Services Advisor
818-330-6133
luis.valencia@nyfa.edu

NOT A PERMIT

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- Ok to film at Griffith Park – Park Center on 01/18/2020 (see plot plan).
- Ok to film exterior dialogue.
- Ok to use handheld equipment.
- Not approved to use a drone, a generator or have animals on-site.
- Production Size on-site must be 10 people or less for Weekend Filming.
- Not approved to alter the landscape or buildings.
- Ok to park 3 Crew Cars in the MGR Lot 1.
- Not approved to park in the handicap stalls.
- No on-site Catering.
- Ok to conduct a standard 2 minute IPC.
- Not approved to park any trucks or base-camp.
- Company must not drive any vehicles/trucks on the grass or tie anything on the trees.
- Must leave all fire lanes open at all times and do not block any fire hydrants.
- Company does not have exclusive use of parks/parking lots.
- Must work around park patrons, park activities and park maintenance staff.
- No blocking off exits/entrance of driveways.
- Company must leave all areas clean after use.
- Must maintain the 20ft emergency vehicle clearance.
- Use of City utilities (water and electricity) is $75 per use, per day. **The company will be invoiced by the Park Film Office once filming is complete.**
- Pyrotechnics, explosions, stunts and special effects may be considered on a case-by-case basis for exterior use only and requires approval by LAFD and the Park Film Office.
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- No simulated sex allowed on Park property.
- No nudity allowed on Park property.

NOT A PERMIT

- **Film permits do not provide exclusive use of a park or recreation area and includes the use of parking lots.**
- **Notifications signs must be posted at least 24-48 hours prior to filming as a courtesy for the public when requesting a playground area, basketball courts, soccer fields or baseball fields.**
- **Parking must be open and available for public use designated with proper signage by production.**
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- No Smoking unless in designated area.
- No smoking on trails.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-161077
NEW YORK FILM ACADEMY LTD STUDENTS - CIRCLES
(GIRFFITH PARK – PARK CENTER & MGR LOT 1)

NOT A PERMIT